

# **Community Planning Intern**

## **City of Cambridge – Community Development Department**

### **Community Planning Division**

#### **DEADLINE TO APPLY IS JULY 7, 2017**

#### **Agency Description**

The Community Planning Division activities encompass planning and urban design, institutional planning, neighborhood planning, zoning and development review, demographic and geographic analysis, and development of parks and open space. The staff provides planning services that enhance the overall living environment of Cambridge's highly diverse population.

#### **Community Planning Intern Responsibilities**

The Community Planning Intern will assist the Community Planning Division staff with various tasks related to Envision Cambridge, the citywide planning process. Envision Cambridge is a community-wide process to develop a comprehensive plan for a more livable, sustainable, and equitable Cambridge. The plan will result in recommendations on a broad range of topics such as housing, mobility, economic opportunity, urban form, climate and the environment, and community interaction. The intern will provide support to several advisory committees which may include attending evening meetings and taking meeting notes. The intern will also help in research and analysis of a variety of planning disciplines and in implementing a robust community engagement program. Other planning duties may be assigned if time permits.

#### **Desired Skills and Interests**

- Knowledge and interest in comprehensive planning.
- Ability to use various computer software including word processing, spreadsheets, and social media.
- Graduate students in urban planning, engineering, or related fields preferred. Undergraduates will be considered.

**WORK-STUDY ELIGIBLE STUDENTS ARE PREFERRED, BUT NON-WORK STUDY STUDENTS WILL BE CONSIDERED.**

**Start Date:** July 2017 (exact date negotiable).

**Hours:** 15-19 hours / week; Hours are flexible, however with additional hours possible during summer.

**Compensation:** \$15.26/ hour

To apply, please send a cover letter with a resume to:

Tracey Joyce

Community Development Department

344 Broadway, Cambridge, MA 02139

**Phone:** (617) 349-4605

**Email:** [tjoyce@cambridgema.gov](mailto:tjoyce@cambridgema.gov)